TAB

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Control on

MOTOR VEHICLE ASSIGNMENT AND UTILIZATION SURVEY FORM (Vehicles Assigned to Individuals on Declaration of Trust)

1. Description of Vehicle and Office of assignment:

YEAR MAKE

MODEL

ENGINE NUMBER

PROCURED

OFFICE TO WHICH \_\_ASSIGNED

\* AVERAGE DAILY NILEAGE, FY 53

- \* (Based on 22 days operation per month.)
- 2. Name and title of the individual exercising direct control over the operation or use of the webicle.

## NAME

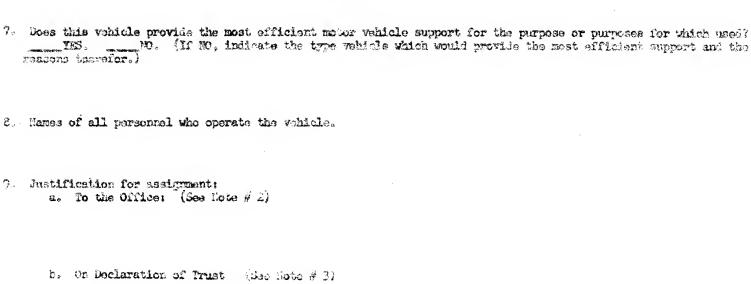
TITLE

- 3. Does the individual listed above understand Fublic Law 600, 79th Congress, with reference to use of Government owned vehicles?
- 4. Purpose for which vehicle is used. (See Note # 1)

- 5. Is the vehicle used for overt or covert purposes?
- 6. Is the vehicle ever used for other than official purposes? If so, explain, justify and indicate method of reimbursement to the Government, if any.

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Generally Indunation



10. Is it feasible to use privately owned automobile instead of government vehicle and reinhurse the owner on a

mileage basis of 7 cents per mile for the number of miles driven for afficial purposes only?

11. State security reasons, if any, which preclude showing origin and destination for each trip.

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Socurity Integration

12. With reference to maintenance, is the stick maintained on a regularly scheduled bosis in accordance with usually accepted government standards?

Records maintained in the office of assignment or by the individual to whom the vehicle is assigned on Declaration of Trust, if any. (See Note # 4).

NOTES: (Vehicles Assigned to Individuals on Reclaration of Trust)

- Include all purposes for which the weblicle is used.
- # 2 Emplain why the vehicle should be assigned to the office. Include reasons why other assigned vehicles, commercial transportation (taxi, bus, street car, sto.,) cannot be used to serve the indicated purpose.
- #3 Explain why the vehicle should be assigned to an individual on Declaration of Trust rather than to the office concerned.
- 4 Briefly describe the records maintained with regard to:
  - a. Daily trips;
  - b. Destination of trips;
  - c. Number of miles per trip;
  - d. Elapsed time per brip; e. Authority for trips;
- f. lieimburgement-
  - (1) To the individual for:
    - (a) Registration costs;
    - (b) Insurance costs;
    - (c) Normal operational costs (gasoline, oil, lubrication, anti-freeze, etc.)
    - (a) Replacement of minor parts and installation costs therefor;
    - (e) Major repairs (overhaul, accident damage, tire and tube replacement, etc.)
  - (2) To the government for personal use
- g. Authority for use by personal other than the individual to whom the vinide is addition of Sectionities of Irust.
- # 5 Signature and Title

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